



CITY OF HOUSTON

Job Posting

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| Applications accepted from: | ALL PERSONS INTERESTED |
| Job Classification | WATER SERVICE INSPECTOR II (2 POSITIONS) |
| Posting Number | PN#104220 |
| Department | Department of Public Works & Engineering |
| Division | Resource Management Division |
| Section | Utility Customer Service Section |
| Reporting Location | Leeland (Various) |
| Workdays & Hours | M - F, 7:00 a.m. – 4:00 p.m.* |
| | *Subject to change |

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Assists Water Service Inspector III in training and implementing operational methods, policies and procedures for subordinates in work group. Monitors, maintains and operates moderately complex and heavy equipment such as air compressor, dump truck, roll-back truck, backhoe, tractor and meter test machines. Connects and disconnects water service for delinquent accounts and for tenants moving and out. Performs field investigations and inspections for water and sewer service related billing inquiries. Reads walking and riding meter reading routes as needed. Collects money in field, automates services and installs and maintains meters boxes. Enters all work into hand-held computer and mobile data terminal.

WORKING CONDITIONS

This position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are exposures to significant levels of heat, cold moisture and air pollution.

MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience reading water meters are required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Position #1: Familiar with effluent meters, sub-meters, fire-lines and wells. Need to exercise sound judgment and initiative; able to organize work and follow up to ensure compliance.

Position #2: Can demonstrate superior skills in oral and written communication, problem-solving and analytical skills and working knowledge of evaporation credit meter operations; has organizational abilities.

SELECTION/SKILLS TESTS REQUIRED

None

However, The Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

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| Salary Range – Pay Grade 15 | |
| \$901 - \$1,217 Biweekly | \$23,426 - \$31,642 Annually |

OPENING DATE

May 4, 2005

CLOSING DATE

May 10, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer